

City of Chattanooga, TN
Personnel Class Specification

Class Code 1530

FLSA: Exempt

CLASSIFICATION TITLE: COST ESTIMATOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform administrative and technical work managing all work order construction tasks within City-Wide Services. Receives work orders, estimates time, materials, and equipment required, and schedules work for completion. Maintains work order schedule and prioritizes order of completion. Gathers and analyzes data to project future work loads, determine efficiency, set performance standards, prepares related reports and provide recommendations to improve work order execution. Generates, estimates and reviews construction cost data for use by accounting, field staff, marketing and vendors to prepare project plans in a consistent, cost-effective and efficient manner.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Manages the work order process within City-Wide Services; receives and reviews work orders; evaluates work order details; refers work orders to appropriate agency as needed; assists in assigning work orders to correct department; estimates time to complete work orders that are in correct location; verifies funding of work order; enters work into automatic scheduling system for completion; coordinates work orders with other construction work performed by City forces and outside contractors.

Generates, estimates and reviews construction cost data for use by accounting, field staff, marketing and vendors to prepare project plans in a consistent, cost-effective and efficient manner.

Monitors status of pending and completed work orders; uses automated system to track status of work orders; resolves work order conflicts between internal divisions; maintains updated list of open and closed work orders.

Leads construction coordination meetings for the Public Works department.

Interacts and consults with other City departments on potential or pending work orders; prepares detailed reports for construction superintendents; prepares summary reports for review and use by upper level management.

Assists in developing departmental policies and/or procedures to increase efficiency in completing work orders; assists in developing departmental policies pertaining to work order preparation and flow.

Conducts trend analysis of work orders to determine type of work requested, cost and efficiency in completion; collects data and conducts analysis to project future work loads, determine efficiency, and set performance standards; provides recommendations to improve work order execution.

Operates various computer systems and related equipment, copier, typewriter, fax machine and other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, scheduling, estimating and other system software.

Operates a motor vehicle for the purpose of visiting jobsites and potential jobsites to determine personnel, equipment, and material requirements to execute a job and/or to verify the original estimate of same items.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelors degree Engineering, Construction or related area with three to five years experience in construction cost estimating including conceptual and hard bid take-off estimating. Must be experienced in scheduling projects with estimating and scheduling software (examples: Timberline Estimating (Win Est), Primavera Project Management or MS Project Scheduling software); or any equivalent combination of education, training, and experience, which provides the requisite knowledge, skills, and abilities for this job. Must possess a class D motor vehicle license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Last Edited: April 2003